

COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES OF SEPTEMBER 4, 2013  
CITY HALL WEST CONFERENCE ROOM  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Hall, Krenz, Reeder, Wright, Ziemba

MEMBERS ABSENT: Jackson

STAFF PRESENT: Rynbrandt, Director of Community Services  
Lucar, Administrative Aide

Call to Order

Chair Reeder called the meeting to order at 6:32 p.m. He welcomed new member Michael Wright and committee and staff members introduced themselves. Rynbrandt mentioned there are now three open positions on the committee.

Approval of Agenda

The agenda was approved as presented.

Approval of Prior Committee Minutes

Motion by Hall, supported by Krenz, to approve the prior meeting minutes of May 1, 2013. Motion carried unanimously.

FY 2012-2013 CAPER Review (Year End Reporting to HUD)

Rynbrandt highlighted some of the key items in the FY 2012-2013 Consolidated Annual Performance & Evaluation Report (CAPER) for the committee. Regarding the Code Enforcement activity, the amount spent was lower than anticipated because of the implementation of the BS&A software which ties code enforcement to actual time worked in low/moderate-income areas. In referencing the School Liaison Officer activity, she noted \$50,000 was budgeted but only \$38,225 spent. An internal recapture of CDBG funds related to the School Liaison Officer was necessary because documentation regarding billable time to low/moderate-income areas could not be provided during the annual City audit. The Police Department has since improved their system for tracking time. Regarding the General Administration activity, the amount spent is higher than originally anticipated due to the cost for consultant services to develop the Analysis of Impediments to Fair Housing Choice & Housing Needs Assessment.

Wright asked for further detail regarding the School Liaison Officer activity. Rynbrandt gave the background for this activity and noted that for FY 2013-2014 CDBG will help fund Community Resource Officers who are working in all low/moderate-income areas.

Wright asked if more funding can be used for Code Enforcement. Rynbrandt explained that Code Enforcement is done on a complaint basis. Any Code Enforcement activity that occurs in a low/moderate-income area is eligible and tracked. When HUD's 2010 low/moderate area data is released, the number of eligible areas in Wyoming will most likely increase.

#### Public Hearing on CAPER

Motion by Ziemba, supported by Wright, to open the public hearing. Motion carried unanimously.

Chair Reeder opened the public hearing at 7:00 p.m. There was no public present.

Motion by Ziemba, supported by Wright, to close the public hearing at 7:01 p.m. Motion carried unanimously.

#### Public Comment on Agenda Items

There was no public present.

#### Receipt of 2012-2013 Sub-Recipient Reports

Fair Housing Center of West Michigan – Rynbrandt referenced their annual report. She reminded the committee that their funding for FY 2013-2014 will be decreased from \$17,000 to \$15,000.

Home Repair Services (includes HRS policy change) – Rynbrandt summarized their annual report related to services provided, including minor home repairs, accessibility modifications for persons with disabilities, foreclosure prevention and air sealing. She noted HRS has made a policy change regarding co-payments related to program income. The formula to calculate co-payments is based on client income.

Compassion This Way (Taft Adopt-a-Block) – Rynbrandt highlighted some of the activities accomplished in their annual report.

Rynbrandt had summarized the efforts made in both the School Liaison Program and Code Enforcement earlier in the meeting.

The Committee accepted the 2012-2013 Sub-Recipient Reports as presented.

HUD Monitoring (Audit Occurred August 19-22, 2013)

Rynbrandt noted the recent HUD monitoring visit went well, with favorable comments made in the exit interview regarding the administration of our program. We have not received the monitor's official report as yet. The monitor gave some recommendations for improvement, such as providing more opportunities for outreach in the procurement process to minority and women contractors.

Analysis of Impediments to Fair Housing Study

The Analysis of Impediments to Fair Housing Choice & Housing Needs Assessment has been adopted by the City Council. The study results are already being applied in the site plan review process and are referenced in overall community development discussions. She mentioned the City continues to develop tools to further economic development and affordable housing opportunities, such as expanding the PILOT ordinance and developing policies to work with the Kent County Land Bank.

2013-2014 Action Plan/Grant Update

Action Plan & Environmental Approval – HUD has approved our 2013-2014 Action Plan and Environmental Review. We have received our grant award notice for 2013-2014. The grant amount is \$529,825, which is a 13% increase from last year.

Pinery Park Restroom/Concession Project Update – The old building has been demolished and construction has begun on the new restroom/concession building. In addition to CDBG funding, funds will be provided from the Parks and Recreation millage and Pinery Park Little League Association.

Wyoming Senior Center Project Update – This project is in its final plan development phase and will be bid out in October/November. Construction will begin in January 2014. CDBG funds of \$100,000 will be spent on this project, with additional funding provided through the Parks and Recreation millage and Wyoming Senior Fellowship Club, the Center's non-profit organization.

Coalition to End Homelessness/HUD Continuum of Care Update

Essential Needs Task Force & PIT Data – Rynbrandt noted the 2013 point-in-time count was conducted in January. She is working to expand the count to twice per year, once in January and once in the summer. A summer count could more accurately reflect the homeless population numbers in Wyoming, since most of the homeless congregate in

downtown Grand Rapids at the shelters in the winter.

She mentioned the Police Department has been cracking down on panhandlers who misrepresent their circumstances and has been discovering cases of fraud. They have developed an educational flyer which provides resource information for persons who are experiencing homelessness or are at risk of being homeless. This piece is being distributed to businesses as well as those in need. It is an excellent resource for referral information.

#### Community Development Review Focus Group Update

Rynbrandt gave an update on the study being conducted by North Coast Community Consultants (NC3) on possible expanded service sharing, inter-agency contracting, or consolidation opportunities between Wyoming, Grand Rapids and Kent County Community Development Departments. She and Krenz are on this committee representing Wyoming. The study is not a qualitative analysis. The City of Grand Rapids has indicated they are interested in full consolidation; they have reached their maximum 20% cap on general administration. She encouraged the committee to review the Continuum of Collaboration scale provided in the agenda packet and express their thoughts in this regard. Krenz remarked that HUD will most likely cut Wyoming's entitlement grant if we consolidate. Rynbrandt affirmed that HUD has notified the consultants that a consolidation would result in a reduction in funding; however, the level of cut has not been determined. Also, no cost savings have yet been determined, so as to be able to ascertain if a consolidation, resulting in staff savings, would result in an increase of funds for services regardless of a HUD cut.

#### Committee Member Concerns and Suggestions

Rynbrandt mentioned at the next few meetings they will begin the process of building a new budget for 2014-2015. She asked them to be thinking of possible projects and activities they may wish to be considered for funding. Also, if there is a specific group they would like sent a Letter of Intent application, please let her know.

Rynbrandt noted election of officers will be held at the October meeting.

Hall asked about the response to the 28<sup>th</sup> West campaign. Rynbrandt replied the response has been well-received. The form based code zoning text will be considered by the Planning Commission at its upcoming meeting of September 17<sup>th</sup>.

Chair Reeder announced he will be resigning from the committee because he is no longer a resident of Wyoming. He appreciated the opportunity to serve on the committee. The committee members thanked him for his service and wished him well.

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Public Comment in General

There was no public present.

Adjournment

Motion by Hall, supported by Wright, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 8:00 p.m.

(The next meeting is scheduled for October 2, 2013.)

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Rebecca L. Rynbrandt  
Director of Community Services